Administration Finance Division
Business Services
Baseline Standards
FY 2014

Description of Responsibility		Responsible Person(s) (Name/Title)	
		Primary (Required)	Secondary (Optional)
DEPARTMENTAL POLICIES & PROCEDURES / BASELINE STANDARDS			
1	Ensuring the Departmental Policy and Procedures manual is current.	Linda M. Garza, Director Business Services	Matthew Crouch, Dept. Bus. Administrator
2	Updating the Baseline Standards Form.	Matthew Crouch, Dept. Bus. Administrator	Linda M. Garza, Director Business Services
FINANCIAL REPORTING - COST CENTER VERIFICATIONS			
1	Preparing cost center verifications.	Diane Sylvester, Fin. Coord. 2; Matthew Crouch, Dept. Bus. Administrator; Tramaine Johnson, Financial Coordinator 2	Linda M. Garza, Director Business Services; Nancy Palomo, Asst. Bus. Admnstr-Admin
2	Reviewing cost center verifications.	Nancy Palomo, Asst. Bus. Admnstr-Admin	Linda M. Garza, Director Business Services
3	Approving cost center verifications.	Pat Sayles, Executive Director, Business Services, and Designated Cost Center Managers	
4	Ensuring all cost centers are verified/approved on a timely basis.	Linda M. Garza, Director Business Services	Nancy Palomo, Asst. Bus. Admnstr-Admin
FINANCIAL REPORTING - EXPENDITURE TRANSACTIONS			
1	Ensuring valid authorization of purchase documents.	Matthew Crouch, Dept. Bus. Administrator;	Linda M. Garza, Director Business Services; Nancy Palomo, Asst. Bus. Admnstr-Admin
2	Ensuring the validity of travel and expense reimbursements.	Diane Sylvester, Fin. Coord. 2; Matthew Crouch, Dept. Bus. Administrator; Tramaine Johnson, Financial Coordinator 2; Warren Cornish, Fin. Coord 1,	Linda M. Garza, Director Business Services
3	Ensuring that goods and services are received and that timely payment is made.	Diane Sylvester, Fin. Coord. 2; Matthew Crouch, Dept. Bus. Administrator; Tramaine Johnson, Financial Coordinator 2; Warren Cornish, Fin. Coord 1,	Linda M. Garza, Director Business Services
4	Ensuring correct account coding on purchases documents.	Matthew Crouch, Dept. Bus. Administrator	Linda M. Garza, Director Business Services
5	Primary contact for inquiries to expenditure transactions.	Matthew Crouch, Dept. Bus. Administrator	Linda M. Garza, Director Business Services
PAYROLL / HUMAN RESOURCES			
1	Reconciling approved bi-weekly leave requests to time and effort reports.	Nancy Palomo, Asst. Bus. Admnstr-Admin	Linda M. Garza, Director Business Services
2	Reconciling bi-weekly leave accruals to the HR System.	Nancy Palomo, Asst. Bus. Admnstr-Admin	Linda M. Garza, Director Business Services
3	Ensuring all bi-weekly time and effort reports are submitted to Payroll.	Nancy Palomo, Asst. Bus. Admnstr-Admin	Diane Sylvester, Financial Coordinator 2
4	Ensuring all monthly leave is recorded and approved in the HR System.	Nancy Palomo, Asst. Bus. Admnstr-Admin	Linda M. Garza, Director Business Services
5	Reconciling time and effort reports (bi-weekly employees) and ePARs (monthly employees) to the trial and final payroll verification reports.	Diane Sylvester, Financial Coordinator 2	Nancy Palomo, Asst. Bus. Admnstr-Admin
6	Completing termination clearance procedures.	Diane Sylvester, Financial Coordinator 2	Nancy Palomo, Asst. Bus. Admnstr-Admin
7	Ensuring terminated employees are no longer charged to departmental cost centers.	Diane Sylvester, Fin. Coord. 2; Matthew Crouch, Dept. Bus. Administrator;	Nancy Palomo, Asst. Bus. Admnstr-Admin
8	Paycheck distribution.	Treasury	N/A
9	Maintaining departmental Personnel files.	Nancy Palomo, Asst. Bus. Admnstr-Admin	Diane Sylvester, Financial Coordinator 2
10	Ensuring valid authorization of new hires.	Nancy Palomo, Asst. Bus. Admnstr-Admin	Linda M. Garza, Director Business Services
11	Ensuring valid authorization of changes in compensation rates.	Nancy Palomo, Asst. Bus. Admnstr-Admin	Linda M. Garza, Director Business Services

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
12	Ensuring the accurate input of changes to the HR System.	Diane Sylvester, Financial Coordinator 2	Nancy Palomo, Asst. Bus. Admnstr-Admin
13	Propriety of leave account classification on time records.	Nancy Palomo, Asst. Bus. Admnstr-Admin	Diane Sylvester, Financial Coordinator 2
14	Consistent and efficient responses to inquiries.	Nancy Palomo, Asst. Bus. Admnstr-Admin	Linda M. Garza, Director Business Services
CASH HANDLING			
1	Collecting cash, checks, etc.	Diane Sylvester, Fin. Coord. 2; Matthew Crouch, Dept. Bus. Administrator; Tramaine Johnson, Financial Coordinator 2; Warren Cornish, Fin. Coord. 1	Linda M. Garza, Director Business Services; Nancy Palomo, Asst. Bus. Admnstr-Admin
2	Reconciling cash, checks, etc. to receipts.	Diane Sylvester, Fin. Coord. 2; Matthew Crouch, Dept. Bus. Administrator; Tramaine Johnson, Financial Coordinator 2; Warren Cornish, Fin. Coord. 1	Linda M. Garza, Director Business Services; Nancy Palomo, Asst. Bus. Admnstr-Admin
3	Preparing deposits.	Diane Sylvester, Fin. Coord. 2; Matthew Crouch, Dept. Bus. Administrator; Tramaine Johnson, Financial Coordinator 2; Warren Cornish, Fin. Coord. 1	Linda M. Garza, Director Business Services; Nancy Palomo, Asst. Bus. Admnstr-Admin
4	Preparing Journal Entries.	Diane Sylvester, Fin. Coord. 2; Matthew Crouch, Dept. Bus. Administrator; Tramaine Johnson, Financial Coordinator 2; Warren Cornish, Fin. Coord. 1	Linda M. Garza, Director Business Services; Nancy Palomo, Asst. Bus. Admnstr-Admin
5	Verifying deposits posted correctly in the Finance System.	Diane Sylvester, Fin. Coord. 2; Matthew Crouch, Dept. Bus. Administrator; Tramaine Johnson, Financial Coordinator 2; Warren Cornish, Fin. Coord. 1	Linda M. Garza, Director Business Services; Nancy Palomo, Asst. Bus. Admnstr-Admin
6	Adequacy of physical safeguards.	ALL	ALL
7	Transporting deposits to Student Financial Services.	UH Police Dept (UH DPS)	N/A
8	Ensuring deposits are made timely.	Diane Sylvester, Fin. Coord. 2; Matthew Crouch, Dept. Bus. Administrator; Tramaine Johnson, Financial Coordinator 2; Warren Cornish, Fin. Coord. 1	Linda M. Garza, Director Business Services; Nancy Palomo, Asst. Bus. Admnstr-Admin
9	Ensuring all employees who handle cash have completed Cash Security Procedures or Cash Deposit and Security Procedures training.	Matthew Crouch, Dept. Bus. Administrator;	Linda M. Garza, Director Business Services; Nancy Palomo, Asst. Bus. Admnstr-Admin
10	Updating Cash Handling Procedures as needed.	Matthew Crouch, Dept. Bus. Administrator	Linda M. Garza, Director Business Services
11	Distribution of Cash Handling Procedures to employees who handle cash.	Matthew Crouch, Dept. Bus. Administrator	Linda M. Garza, Director Business Services
12	Consistent and efficient responses to inquiries.	Diane Sylvester, Fin. Coord. 2; Matthew Crouch, Dept. Bus. Administrator; Tramaine Johnson, Financial Coordinator 2; Warren Cornish, Fin. Coord. 1	Linda M. Garza, Director Business Services
PETTY CASH			
1	Preparing petty cash disbursements.	N/A	
2	Ensuring petty cash disbursements are not for more than $100.	N/A	
3	Ensuring petty cash disbursements are made for only authorized purposes.	N/A	
4	Approving petty cash disbursements.	N/A	
5	Replenishing the petty cash fund timely.	N/A	
6	Ensuring the petty cash fund is balanced after each disbursement.	N/A	

		Responsible Person(s) (Name/Title)	
Description of Responsibility		**Primary (Required)**	**Secondary (Optional)**
LONG DISTANCE CHARGES			
1	Manager review of long distance charges for unusual activity.	N/A	N/A
2	Ensuring personal calls are reimbursed within 10 days from the billing date.	N/A	N/A
CONTRACT ADMINISTRATION			
1	Ensuring departmental personnel comply with contract administration policies/procedures.	Luisa Gallegos, Financial Coordinator 2; Linda M. Garza, Director Business Services	Pat Sayles, Executive Director, Business Services
PROPERTY MANAGEMENT			
1	Performing the annual inventory.	Dan Olivarez, User Specialist 2	Matthew Crouch, Dept. Bus. Administrator;
2	Ensuring the annual inventory was completed correctly.	Dan Olivarez, User Specialist 2	Matthew Crouch, Dept. Bus. Administrator;
3	Tagging equipment.	Dan Olivarez, User Specialist 2	Matthew Crouch, Dept. Bus. Administrator;
4	Approving requests for removal of equipment from campus.	Linda M. Garza, Director Business Services; Department Directors	Pat Sayles, Executive Director, Business Services
DISCLOSURE FORMS			
1	Ensuring all employees with purchasing influence complete the annual Related Party disclosure statement online.	Matthew Crouch, Dept. Bus. Administrator	Nancy Palomo, Asst. Bus. Admnstr-Admin
2	Ensuring all full time, benefits eligible, exempt faculty and staff complete the Consulting disclosure statement online.	Matthew Crouch, Dept. Bus. Administrator	Nancy Palomo, Asst. Bus. Admnstr-Admin
3	Ensuring that all Principal and Co-Principal Investigators complete the annual Conflict of Interest disclosure statement for the Division of Research.	N/A	
ACCOUNTS RECEIVABLE			
1	Extending of credit.	N/A	
2	Billing.	Matthew Crouch, Dept. Bus. Administrator; Tramaine Johnson, Fin. Coord. 2	Linda M. Garza, Director Business Services
3	Collection.	Matthew Crouch, Dept. Bus. Administrator; Tramaine Johnson, Fin. Coord. 2	Linda M. Garza, Director Business Services
4	Recording.	Matthew Crouch, Dept. Bus. Administrator; Tramaine Johnson, Fin. Coord. 2	Linda M. Garza, Director Business Services
5	Monitoring credit extended.	N/A	
6	Approving write-offs.	Linda M. Garza, Director Business Services	Pat Sayles, Executive Director, Business Services
NEGATIVE BALANCES			
1	Ensuring that all fund groups for each Dept ID have positive fund equity at year-end.	Matthew Crouch, Dept. Bus. Administrator	Linda M. Garza, Director Business Services; Pat Sayles, Executive Director,
2	Ensuring that research expenditures are covered by funds from sponsors.	N/A	
DEPARTMENTAL COMPUTING			
1	Management of the departments' information technology resources.	Dan Olivarez, User Specialist 2	UIT
2	Ensuring that critical data back up occurs.	Dan Olivarez, User Specialist 2	UIT
3	Ensuring that procedures such as password controls are followed.	Dan Olivarez, User Specialist 2	UIT
4	Reporting of suspected security violations.	ALL	ALL